Volume VIII, Section 8 – COD Reports

Introduction

This section provides descriptions, business rules, record layouts and sample mock ups for Pell Grant and/or Direct Loan reports generated by COD.

Pell Grant Reports

Pell Grant Report Options

Pell Grant Reports are available to schools via data requests, contacting COD School Relations, or on the COD Website.

Business Rules:

1)   Pell Grant Reports for 2003-2004 and prior years are sent to schools as a fixed length, flat file and not an XML document.

Record Layout:

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD						
Field Positions **First Last**	**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus	This field is required. Valid Pell-ID	If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID
7	7	1	A	Request Type	Code for data request type.	This field is required. M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-to-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic File	Cannot be blank for requests from the WEB.
9	34	26	A	Unused	Reserved for future expansion	Constant spaces	
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	This field is required for type M requests. O = Send origination information D = Send disbursement information	

				Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD			
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	This field is required for type M requests. A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.
37	47	11	A	Student ID	The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name	Must be non-blank if MRR Code 2 equals S.
48	53	6	N	MR Institution Pell-ID	The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.	Blank or Valid Pell-ID	Must be non-blank if MRR Code 2 equals I.
54	76	23	A	Origination ID	The Origination ID for which a Year-to-Date is Requested.	Format = 999999999XX2004999999900 Where: SSN = 001010001 to 999999 999 Name Code = XX Year Indicator = 2004 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	If Request Type is Y and the Origination ID is nonblank then the YTD will be generated for that Origination ID. If the Origination ID is not found or invalid the request will be rejected.

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
77	85	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number or blank	This field will only be populated for student specific Data Requests.
86	93	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	Format: CCYYMMDD	This field will only be populated for student specific Data Requests.
94	109	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	This field will only be populated for student specific Data Requests.
110	121	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	This field will only be populated for student specific Data Requests.
122	122	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	This field will only be populated for student specific Data Requests.
123	125	3	A/N	Unused	Reserved for future expansion	Constant spaces	
		125		Total Record Length			

Data Request Acknowledgement

After a data request is received and processed by COD, a Data Request Acknowledgement is sent back to the school for each data request received.

Business Rules:

1)   The Data Request Acknowledgement is provided in fixed length, flat file format

Record Layouts:

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus	Valid Pell-ID	If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID
7	7	1	A	Request Type	Code for data request type.	M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-to-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic file	
9	34	26	A	Unused	Reserved for Future Expansion	Constant spaces	
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	O = Send Origination information D = Send Disbursement information	

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
36	36	1	A	ultiple eporting equest Code 2	ndicates the nstitution is equesting by selected tudent, selected nstitution, or all tudents.	= Send list of other nstitutions for all tudents = Send other nstitution for students isted in record. = Send students for nstitution listed in ecord	
37	47	11	A	R Student ID	he Student SSN and ame code for which a RR is requested. nly required if MRR ode 2 equals S.	lank or 01010001XX to 99999999XX here XX = ppercase A to Z (period) (apostrophe) (dash) lank = no last name	
48	53	6	N	MR Institution Pell-ID	The institution code for which MRR listings are requested. Only required if the MRR Code 2 equals I.	Blank or Valid Pell-ID	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.
54	76	23	A	Origination ID	The Origination ID for which a Year-to-Date is Requested.	Format = 999999999XX200499 999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	If Request Type is Y and the Origination ID is not blank and was requested by the user. If the Origination ID is not found or invalid the request will be rejected.

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
77	77	1	A	Action Code	Code to indicate action taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected E: Rejected - record was rejected	
78	98	21	N	Edit/Comment Codes	List of up to seven 3 digit comment codes which occurred during processing of the data request.	Comment format: 000 – 199 Position 78-80:1st comment code Position 81-83: 2nd comment code Position 96-98: 7th comment code	
99	107	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number or blank	This field will only be populated for student specific Data Requests.
108	115	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	Format: CCYYMMDD	This field will only be populated for student specific Data Requests.
116	131	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	This field will only be populated for student specific Data Requests.
132	143	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	This field will only be populated for student specific Data Requests.

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
144	144	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	This field will only be populated for student specific Data Requests.
145	150	6	A/N	Unused	Reserved for future expansion	Constant spaces	
		150		**Total Record Length**			

Multiple Reporting Record (MRR)

The Multiple Reporting Record (MRR) provides information to a school about a school's origination and disbursement status at other schools and the amount of the scheduled Pell Grant award disbursed. The MRR identifies two primary types of multiple reporting conditions: concurrent enrollment and potential overaward situations.

Business Rules:

2) An MRR can be COD system generated or may be requested by the school.

3) The MRR is provided in fixed length, flat file format

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Record Layout:

<table>
<tr><th colspan="8">Multiple Reporting Record</th></tr>
<tr><th colspan="2">Field Positions</th><th rowspan="2">Length (# of Bytes)</th><th rowspan="2">Type</th><th rowspan="2">Field Name</th><th rowspan="2">Description</th><th rowspan="2">Valid Values</th><th rowspan="2">Processing Notes/Edits</th></tr>
<tr><th>First</th><th>Last</th></tr>
<tr><td>1</td><td>2</td><td>2</td><td>A</td><td>Record Type</td><td>Code that indicates the reason the institution is receiving the record.</td><td>RO = Originated Institution
RD = Disbursed Institution
RN = None found
CE = Concurrent Enrollment Institution
PB = Blocked Institution
PR = Blocker Institution
PU = Unblocked Institution
BC = Blocked and Concurrent Enrollment
RC = Blocker and Concurrent Enrollment</td><td></td></tr>
</table>

Multiple Reporting Record						
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
3	8	6	N	Requesting Institution Pell-ID	Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment and potential over award records.	Must be a valid Pell-ID assigned by the Department of Education. May be BLANK.	
9	9	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment and potential over award records.	O = Send origination information D = Send disbursement information May be BLANK.	
10	10	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records.	A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank.	
11	21	11	A	MR Student ID	The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ' (apostrophe); - (dash); Blank = no last name	
22	27	6	N	MR Institution Pell-ID	The institution code for which MR are requested. Will be blank for concurrent enrollment and potential over award records.	Valid Pell-ID. May be blank.	

Multiple Reporting Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
28	36	9	N	Student Original SSN	Student's Original SSN from the origination record.	001010001 to 999999999	
37	38	2	A	Original Name Code	Student's name code from the origination record.	Uppercase A to Z; . (period); ' (apostrophe); - (dash) Blank (no last name).	
39	44	6	N	Institution Pell-ID	Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record.	Must be a valid Pell-ID assigned by the Department of Education.	
45	114	70	A/N	Institution Name	The name of the institution.		
115	149	35	A/N	Institution Street Address - Line 1	The street or post office box address of institution.		
150	184	35	A/N	Institution Street Address - Line 2	The street or post office box address of institution.		
185	209	25	A/N	Institution City	The city in which the institution is located.		
210	211	2	A	Institution State	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.		
212	220	9	A/N	Zip Code	The zip code of the institution.		

Multiple Reporting Record							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
221	250	30	A/N	Financial Aid Administrator (FAA) Name	The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE.	May include blanks and special characters.	
251	260	10	N	FAA Telephone Number	The working phone number for the person indicated as FAA.	Includes area code, but not parentheses or dashes.	
261	270	10	A/N	FAA Fax Number (Optional)	The working fax number used by the person indicated as FAA.	May be BLANK. Otherwise includes area code, but not parentheses or dashes.	
271	320	50	A/N	Internet Address	Internet address of an authorized official.	May be BLANK.	
321	327	7	N	Scheduled Federal Pell Grant	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 0000000 to AWARD AMOUNT MAX	
328	334	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX	
335	336	2	N	Transaction Number	CPS-assigned Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
337	341	5	N	Expected Family Contribution	Amount of the student's Expected Family Contribution from the SAR used to calculate the award.	Range = 00000 to EFC MAXIMUM	
342	349	8	D	Enrollment Date	First date the student was enrolled in an eligible program for the award year.	CCYYMMDD Range = 20030101 to 20040630	

Multiple Reporting Record							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
350	357	8	D	Origination Create Date	Date the origination was created in the Pell Processor database.	CCYYMMDD Range = 20030401 to 20080930	
358	364	7	N	Total of Disbursements Accepted	Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student.	Range = 0000000 to AWARD AMOUNT MAX	
365	372	8	D	Last Activity Date	Date the last payment was received from the institution.	Format = CCYYMMDD	
373	380	8	D	Next Estimated Disbursement Date	Date of the next estimated disbursement date.	Blank or CCYYMMDD Range = 20030621 to 20080930	
381	385	5	N	Eligibility Used	The percentage of the student's eligibility used by the institution.	Format = 000.00% The last two digits represent less than 1 percent. Field does not include decimal point or %.	
386	395	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 Where: Each digit signifies a different situation 1st = Shared SAR ID 2nd = Verification W Status 3rd = Concurrent Enrollment 4th = POP 5th through 10th = Reserved for future use .	
396	411	16	A/N	Student's Last Name	The last name of the student for this CPS transaction number.	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
412	423	12	A/N	Student's First Name	The first name of the student for this CPS transaction number.	A to Z, 0 to 9 or blank	

**Multiple Reporting Record**

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
424	424	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction number.	A to Z or blank	
425	432	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction number.	Format = CCYYMMDD	
433	441	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid Social Security Number or BLANK if not matched	
442	450	9	A	Unused	Reserved for future expansion	Constant spaces	
		450		**Total Record Length**			

Reconciliation Report

The Reconciliation Report is a one-record summary of the data that COD has for the student. This report can be used to reconcile the total disbursement amount per student with COD.

Business Rules:

4) The Reconciliation Report is provided in fixed length, flat file format

Record Layout:

Reconciliation Report							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
1	16	16	A/N	Student's Last Name	The last name of the student.	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
17	28	12	A/N	Student's First Name	The first name of the student.	A to Z, 0 to 9 or blank	
29	29	1	A	Student's Middle Initial	The middle initial of the student.	A to Z or blank	
30	52	23	A	Origination ID	The Origination ID for which a Year-to-Date is requested.	Format = 999999999XX200499 999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	If Request Type is Y and the Origination ID is not blank and was requested by the user. If the Origination ID is not found or invalid the request will be rejected.

Reconciliation Report							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
53	61	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS	Valid Social Security Number or BLANK if not matched	
62	67	6	N	Reported Campus Pell-ID	Pell-ID of the reporting campus	Valid Pell-ID	
68	69	2	N	Transaction Number	CPS-assigned Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
70	74	5	N	Expected Family Contribution (EFC)	The EFC supplied on the origination record.	Range 00000 to EFC MAX	
75	81	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX	
82	86	5	N	Scheduled Award Amount	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 00000 to AWARD AMOUNT MAX	
87	93	7	N	YTD Disbursement Amount	Total of all the accepted Disbursement amounts for the student.	0000000 to 9999999. The first five positions are the whole dollars and the last two positions are the cents.	If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0.
94	94	1	A	Verification Status	The verification status supplied on the origination record.	V: Verified W: Without Documentation S: Selected, Not Verified Or Blank	Accept 'W' and 'V', and 'S' or else set to blank for 2003 – 2004 and after.

Reconciliation Report							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
95	95	1	A	POP Flag	Flag set in origination record when a student is in a POP situation.	Y or blank	
96	100	5	A	Unused	Reserved for future expansion	Constant spaces	
		100		**Total Record Length**			

Year-to-Date Record (YTD)

The Year-to-Date (YTD) Record shows the number of recipients at the school; the number of award and disbursement records that were accepted, corrected, and rejected; and, for certain edit codes, the number of times a school received that specific edit code on a response document. The YTD Record can be used to replace a corrupt database or to reconcile records with accepted data on COD.

Business Rules:

5) The Reconciliation Report provided in fixed length, flat file format

Record Layout(s):

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	**Last**						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement or Summary data.	Constant: "O"	
2	24	23	A/N	Origination ID	Unique number used to identify an origination	Format = 999999999XX200499 999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Pell- ID = 999999 Orig Sequence Number = 00	Identifier If Origination ID matches on Pell database, then Compare all fields. If all the fields match, then the record is returned as a duplicate; otherwise it is a change. If the Origination ID does not match then the Origination is new.
25	33	9	N	Original SSN	Student's SSN from original FAFSA	001010001 to 999999999	Identifier
34	35	2	A	Original Name Code	Student's name code from original FAFSA for this school year.	Uppercase A to Z; . (period); ' (apostrophe); - (dash); BLANK = no last name	Identifier

Year-to-Date Record (Origination)							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
36	41	6	N	Attended Campus Pell-ID	Pell-ID of campus attended.	Valid Pell-ID	Identifier Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.
42	46	5	A/N	Unused	Reserved for future expansion	Constant spaces	
47	59	13	A/N	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing.
60	60	1	A	Action Code	Code to indicate action taken	Valid Codes: A = Accepted - all fields accepted C = Corrected - one or more fields corrected	Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attended Campus, and "Action Code". All other fields shall be blank and no other records for the student will be enclosed in batch.
61	61	1	A	Unused	Reserved for future expansion.	Constant spaces	
62	68	7	N	Accepted Award amount for entire school year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-MAX AWARD AMOUNT	Cannot exceed Total Payment Ceiling for student – award validation performed.
69	76	8	N	Accepted Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20030621 – 20080930	
77	84	8	N	Accepted Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

Year-to-Date Record (Origination)							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
85	92	8	N	Accepted Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
93	100	8	N	Accepted Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
101	108	8	N	Accepted Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
109	116	8	N	Accepted Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
117	124	8	N	Accepted Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
125	132	8	N	Accepted Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
133	140	8	N	Accepted Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
141	148	8	N	Accepted Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

Year-to-Date Record (Origination)							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
149	156	8	N	Accepted Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
157	164	8	N	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
165	172	8	N	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
173	180	8	N	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
181	188	8	N	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
189	196	8	D	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2003-2004 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD = Range = 20030101 to 20040630	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	**Last**						
197	197	1	A/N	Accepted Low Tuition and Fees Flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Valid Values: 1 = 0 2 = 1-216 3 = 217-433 4 = 434-649 or BLANK= low tuition doesn't apply	
198	198	1	A	Accepted Verification Status Flag	Status of verification of applicant data by the school.	V: Verified W: Without Documentation S: Selected, Not Verified Or Blank	Accept 'W' and 'V' and 'S' or else set to blank for 2003 – 2004 and after.
199	199	1	A	Accepted Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but otherwise eligible to receive Federal Pell Grants.	BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated	
200	201	2	N	Accepted Transaction Number	CPS-assigned Transaction number from eligible SAR used to calculate the student's award	Must be numeric: 01 to 99	Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.
202	206	5	N	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR	Range = 00000 to EFC MAXIMUM	Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.

Year-to-Date Record (Origination)

Year-to-Date Record (Origination)							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
207	207	1	N	Accepted Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS. OR BLANK if Secondary EFC not used.	

Year-to-Date Record (Origination)							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
208	208	1	N	Accepted Academic Calendar	Calendar which applies to this student's educational program.	This field is required. 1= Institution uses nonstandard academic terms, and measures academic progress by credit hours 2=Institution uses standard quarters and measures academic progress by credit hours 3=Institution uses standard semesters and measures academic progress by credit hours 4=Institution uses standard trimesters and measures academic progress by credit hours 5=Institution measures academic progress by clock hours 6=Institution does not use terms, but does measure academic progress by credit hours	The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations. If Academic calendar invalid or BLANK, then correct to (in the order shown): --Academic calendar already accepted for this student, if any; --Academic calendar on file for Attended Campus, if any; --Academic calendar on file for Reporting Campus, if any; --Clock hour (5) if Payment Methodology=4; --Semester (3)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
209	209	1	N	Accepted Payment Methodology	Formula used to calculate the student's Federal Pell Grant Award.	This field is required. Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology. If Payment Methodology invalid or BLANK, then correct to: --1 Academic calendars 2, 3, 4; --3 Academic calendar 1; --4 Academic calendars 5, 6
210	216	7	N	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to 9999999.	
217	217	1	A	Accepted Enrollment Status	The student's enrollment status at the time you create or update the student record.	Leave BLANK only if Payment Methodology is 4. Range for Payment Methodologies 1, 2, 3, and 5: 1=Full-time 2=3/4-time 3=1/2-time 4=Less than ½-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.	Used in award amount validation. See Pell Grant Calculations Appendix. If Enrollment status invalid or BLANK, then correct to: --BLANK if Payment Methodology is 4 --3 (half-time) if Payment Methodology is 5 --1 (full-time) for Payment Methodologies 1, 2, 3

<div align="center">**Year-to-Date Record (Origination)**</div>

Year-to-Date Record (Origination)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
218	219	2	A	Accepted Weeks of Instructional Time Used to Calculate Payment	Total Number of weeks of instructional time provided by this student's Program of Study during a full academic year. PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms). PM5 (academic calendars 1, 2, 3, 4) and PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4=The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodology 2: 00-29. Range for Payment Methodology 3, 4, 5: 00-78	School determines this value based on the time required for the majority of its full-time students to complete the program of student or the academic year for the program of study, not student by student. See Pell Grant Calculations Appendix. If invalid, out of range, or greater than Weeks of instructional time in program's definition of academic year, then correct (in the order shown): --Weeks of instructional time used to calculate payment previously accepted for student; --Weeks of instructional time in program's definition of academic year --BLANK if supplied and not needed for Payment Methodology.

Year-to-Date Record (Origination)							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
220	221	2	A	Accepted Weeks of inst. time in Program's Definition of Academic Year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodologies 2, 3, 4, or 5: 30-78	Used in award amount validation. If invalid or BLANK, correct to (in order shown): --Weeks of instructional time in program's definition of academic year previously accepted for student, if any; --Weeks of instructional time in program's definition of academic year on file for Attended campus, if any; --Weeks of instructional time in program's definition of academic year on file for Reporting campus, if any; --30 (Payment Methodologies 2, 3, 4, 5) --BLANK if supplied and not needed for Payment Methodology.
222	225	4	A	Accepted Cr/Clock Hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3, and 4. Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix. If invalid, out of range, or greater than Credit/Clock hours in the academic year for this student's program of study, then correct to (in the order shown): --Credit/Clock hours in award year previously accepted for student; --Credit/Clock hours in the academic year for this student's program of study; --Blank if supplied and not needed for Payment Methodology.

Year-to-Date Record (Origination)							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
226	229	4	A	Accepted Cr/Clock Hours in this student's Program of Study's Academic Year	Total number of credit or clock hours in the school's definition of a full academic year for this student's Program of Study.	BLANK for Academic calendars 1, 2, 3, or 4. Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix. If invalid or BLANK, then correct to (in the order shown): --Credit/Clock hours in the academic year for this student's program of study, if any; --Credit/Clock hours in the academic year on file for Attended campus, if any; --Credit/Clock hours in the academic year on file for Reporting campus, if any; --0900 if Academic calendar=5; 0024 if Academic calendar=6; --BLANK if supplied and not needed for Payment Methodology.
230	232	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editing
233	251	19	A	Unused	Reserved for expansion	Constant spaces	
252	256	5	N	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range = 00000 to Maximum Award Amount	
257	272	16	A	Student's Last Name	The last name of the student for this CPS transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
273	284	12	A	Student's First Name	The first name of the student for this CPS transaction.	A – Z, 0 – 9 or blank	
285	285	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	A – Z or blank	

Year-to-Date Record (Origination)							
Field Positions		**Length (# of Bytes)**	**Type**	**Field Name**	**Description**	**Valid Values**	**Processing Notes/Edits**
First	**Last**						
286	294	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid Social Security Number or BLANK if not matched	
295	302	8	D	Student Date of Birth	Date of birth of the student.	Valid date of birth = CCYYMMDD	
303	303	1	A	CPS Verification Selection Code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for Institution verification of applicant data	
304	310	7	N	YTD Disbursement Amount	The total of disbursements processed by the Pell Processor	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	

Year-to-Date Record (Origination)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
311	336	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records. Format for the batch ID is specified.	Format = XXCCYY999999CCYYMMDDHHMMSS where: XX = batch type code (alpha) CCYY = last year in cycle = '2004' 999999 = Reporting Pell ID CCYYMMDD = date batch created HHMMSS = time batch created	
337	344	8	D	Process Date	Date this record (segment) was processed by the Federal Pell Grant program	Format = CCYYMMDD	
345	350	6	A	Unused	Reserved for future expansion	Constant spaces	
		350		**Total Record Length**			

Year-to-Date Record (Disbursement)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "D"	

Year-to-Date Record (Disbursement)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
2	24	23	A/N	Origination ID	Unique number used to identify the origination which the disbursement is to be applied against.	Format = 999999999XX200499 999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid PELL ID = 999999 Orig Sequence Number = 00	Identifier If Origination ID matches on Pell Database, then Compare all fields. If all the files match, then the record is returned as a duplicate otherwise it is a change. If the Origination ID does not match then the Origination is new.
25	37	13	A/N	Disbursement Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
38	38	1	A	Action Code	Code to indicate action taken	A = Accepted - all fields accepted C = Corrected - one or more fields corrected	
39	40	2	N	Disbursement Number	Number of the disbursement per student for the Award Year	Must be numeric: 01 to 99	Identifier = 66 to 99 are Reserved for the Pell Processor system generated disbursements
41	47	7	N	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 00000 to Maximum for Award Year	
48	48	1	A	Accepted Sign Indicator	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P = positive N = negative	

Year-to-Date Record (Disbursement)

Field Positions First	Last	Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
49	56	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD = Range = 20030621 to 20080930	Process Date must be within N days prior of disbursement date.
57	57	1	A	Unused	Reserved for future expansion	Constant spaces	
58	65	8	N	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD = Range = 20030101 to 20040630 or BLANK	Field is required when an institution is ineligible.
66	103	38	A	Unused	Reserved for future expansion	Constant spaces	
104	129	26	A/N	Disbursement Batch ID	Number generated by the institution to identify the batch of disbursement records.	Format = #DCCYY999999CCYYMMDDHHMMSS where: CCYY = last year in cycle = '2004' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created	
130	350	221	A	Unused	Reserved for future expansion	Constant spaces	
		350		**Total Record Length**			

Year-to-Date Record (Summary)

Field Positions First	Last	Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "S"	

Year-to-Date Record (Summary)

Field Positions First	Field Positions Last	Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
2	8	7	N	Total Unduplicated Recipients	Provided by the Pell Processor. Year-to-Date number of unduplicated recipients for institution.	Range = 0000000 to 9999999	
9	15	7	N	Total Originations	Provided by the Pell Processor. Year -to-Date number of originations received for the institution.	Range = 0000000 to 9999999	
16	22	7	N	Originations Accepted	Provided by the Pell Processor. Year-to-Date number of originations received and accepted for the institution.	Range = 0000000 to 9999999	
23	29	7	N	Originations Corrected	Provided by the Pell Processor. Year-to-Date number of originations received and corrected for the institution.	Range = 0000000 to 9999999	
30	36	7	N	Originations Rejected	Provided by the Pell Processor. Year-to-Date number of originations received and rejected for the institution.	Range = 0000000 to 9999999	
37	43	7	N	Total Disbursements	Provided by the Pell Processor. Year-to-Date number of Disbursements received for the institution.	Range = 0000000 to 9999999	
44	50	7	N	Disbursements Accepted	Provided by the Pell Processor. Year-to-Date number of Disbursements received and accepted for the institution.	Range = 0000000 to 9999999	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	**Last**						
51	57	7	N	Disbursements Corrected	Provided by the Pell Processor. Year-to-Date number of Disbursements received and corrected for the institution.	Range = 0000000 to 9999999	
58	64	7	N	Disbursements Rejected	Provided by the Pell Processor. Year-to-Date number of Disbursements received and rejected for the institution.	Range = 0000000 to 9999999	
65	67	3	N	Comment Code XXX	Comment code number.	Range = 000 to 999 or Blank	
68	74	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
75	77	3	N	Comment Code XXX	Comment code number.	Range = 000 to 999 or Blank	
78	84	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
85	87	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
88	94	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
95	97	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	

The table above is titled **Year-to-Date Record (Summary)**.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
98	104	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
105	107	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
108	114	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
115	117	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
118	124	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
125	127	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
128	134	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
135	137	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	

Year-to-Date Record (Summary)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	**Last**						
138	144	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
145	147	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
148	154	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
155	157	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
158	164	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
165	350	186	A	Unused	Reserved for future expansion	Constant spaces	
		350		**Total Record Length**			

Electronic Statement of Account (ESOA)

The Electronic Statement of Account (ESOA) summarizes the status of a school's CFL verses the amount expended to date for that award year.

Business Rules:

6)   An ESOA can be COD system generated or may be requested by the school.

7)   If a school is Advance Pay funding delivery method, the ESOA is sent when the initial CFL calculation is performed. When COD has accepted and posted enough actual disbursements to exceed the CFL, the COD System generates an ESOA to the school. The ESOA is only generated when the CFL is exceeded or decreased; it is not generated each time a disbursement is accepted.

8)   If a school receives Pushed Cash funding delivery method, the ESOA is generated each time the COD System accepts and posts actual disbursements. This is because the school receives no CFL prior to the submission of actual disbursements.

9)   The ESOA is provided in the fixed length, flat file format

Record Layout:

This record layout will be provided at a later date.

SSN/Name/Date of Birth Change Report

The SSN/Name/Date of Birth Change Report shows SSN, Name and Date of Birth changes that are initiated by any school and SSN changes that are initiated by Direct Loan Servicing.

Business Rules:

10) The SSN/Name/Date of Birth Change Report is provided in the following formats:

    a) Pipe Delimited

    b) Preformatted Text file

    c) PDF (COD Website)

Note: PDF formatted reports are available only on the COD Website. These files are downloadable into Adobe.

Pending Disbursement List Report

Schools can use the Pending Disbursement List report (formerly the Anticipated Disbursement Listing) to determine estimated disbursements and disbursement dates on file on the COD System.

Business Rules:

11) The Pending Disbursement List Report is provided in the following file formats:

   a) Comma Delimited (message class PGDP04OP)

   b) Preformatted Text file (message class PGDP04OP)

   c) PDF (COD Website)

Note: PDF formatted reports are available only on the COD Website. These files are downloadable into Adobe.

Funded Disbursement List Report

The Funded Disbursement List report (formerly the Actual Disbursement Roster) displays all disbursements that have been funded.

Business Rules:

12) The Funded Disbursement List Report is available in the following formats:

   a) Comma Delimited (message class PGDFG04OP)

   b) Preformatted Text file (message class PGFDG04OP)

   c) PDF (COD Website)

Note: PDF formatted reports are available only on the COD Website. These files are downloadable into Adobe..

Direct Loan Reports

Direct Loan Reports Options

Direct Loan Reports are available to schools in a variety of format options. Direct Loan schools can request these reports via the COD Website or the COD School Relations Center.

Business Rules:

13) Direct Loan Reports for 2003 –2004 are sent to schools as a flat file and not an XML document. The flat file format options include:

    a) Comma Delimited

    b) Preformatted Text file

        i)   Portrait

        ii)   Courier 10

        iii)   78 characters per line

        iv)   59 lines per page

    c) Fixed Length file

14) Direct Loan Reports for 2003-2004 are viewable on the COD Website in the following format options:

    a) PDF (COD Website)

Note: PDF formatted reports are available only on the COD Website. These files are downloadable into Adobe.

15) Some report options are tailored to a specific report. These specific options are discussed under the appropriate report section.

Below is a summary of all Direct Loan Reports and available formats generated by the COD System.

	PDF	Comma Delimited	Preformatted Text	Fixed Length
School Account Statement (SAS)				X
Pending Disbursement List	X	X	X	
Funded Disbursement List	X	X	X	
30 Day Warning	X	X	X	
Inactive Loans	X	X	X	
Duplicate Student Borrower	X	X	X	
SSN/Name/Date of Birth Change	X	X	X	
Direct Loan Rebuild				X

School Account Statement (SAS)

The School Account Statement (SAS) contains the functionality previously contained in the Direct Loan School Account Statement (DLSAS) and the 732 Reports.

Business Rules:

16) The COD System generates the School Account Statement (SAS) on a monthly basis.

17) Once a school has closed out a specific program year, a school has the option to not receive the SAS with approval and verification from Direct Loan Operations.

18) Schools have the option to have their SAS generated on the:

   a) First of the month (default setting) **OR**

   b) 15th of the month.

19) Loan Detail is available at the disbursement level or the loan level.

20) Schools receive the SAS in the following formats:

   a) Fixed length flat file (message class DSDF04OP – Disbursement level and DSLF04OP – Loan level)

   b) Comma Delimited (message class DSDD04OP – Disbursement level and DSLD04OP – Loan Level)

      i) Schools have the option of receiving the SAS in Comma Delimited format with or without headings

21) Summary information is always on the SAS and includes:

   a) Year-to-Date Cash Summary

   b) Monthly Cash Summary

   c) Year-to-Date Disbursement Summary by Loan Type

   d) Monthly Disbursement Summary by Loan Type

22) Cash Detail and Loan Detail information is optional on the SAS.

23) School options for the Cash Detail section of the SAS include:

    a) Monthly Cash Detail (default setting) OR

    b) Year-to Date Cash Detail OR

    c) No Cash Detail

24) School options for the Loan Detail section of the SAS include:

    a) Disbursement Level Detail:

        i) Monthly without loan summary (default setting) **OR**

        ii) Year-to-Date with loan summary **OR**

    b) Loan Level Detail Year-to-Date **OR**

    c) No Loan Detail

25)   Starting in 2003-2004, schools have the option to have the student name and loan ID included in the Loan Detail section of the SAS. For PLUS loans, the option to include the borrower name and loan ID as well as the student name is available as well.

Record Layouts:

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type "T")						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Statement Record Type Code which identifies the type of records in the batch	T = Cash Summary	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03–04) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type "T")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	52	2	Cash Summary Type	Y1 = Year-To-Date Cash Summary Total T1 = Monthly Cash Summary Total	Left

			Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type "T")			
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
9	53	63	11	Beginning Cash Balance This is COD's beginning balance for this report. For Cash Summary Type = "Y1," this field is zero filled For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date	-9999999999 to 09999999999 Zeros for Cash Summary Type = Y1	Right
10	64	74	11	Cash Receipts Total receipts of cash (drawdowns) for the period For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month	-9999999999 to 09999999999 If no activity, zero filled	Right

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type "T")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
11	75	85	11	Excess Cash Total excess cash returned for the period For Cash Summary Type = "Y1," this is the sum of all excess cash transactions received by COD for the program Year-To-Date and corrections to excess cash processed during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all excess cash transactions received by COD for the current month and corrections to excess cash processed during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
12	86	96	11	Total Net Cash Receipts The difference between the total Cash Receipts (drawdowns) and total Excess Cash returned For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all excess cash returned to COD for the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all excess cash returned to COD for the current month	-9999999999 to 09999999999 If no activity, zero filled	Right

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type "T")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
13	97	107	11	Net Booked Disbursements The total net amount of all actual disbursements booked at COD For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
14	108	118	11	Net Booked Adjustments The total net amount of all disbursement adjustments booked at COD For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment	Right

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type "T")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
15	119	129	11	Total Booked Loan Detail The total of Net Booked Disbursements and Net Booked Adjustments For Cash Summary type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
16	130	140	11	Ending Cash Balance This is COD's ending balance for this report. For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD	-9999999999 to 09999999999	Right
17	141	151	11	Net Unbooked Disbursements Actual The total net amount of all the actual disbursements not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled	Right

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type "T")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
18	152	162	11	Net Unbooked Adjustments The total net amount of all the actual disbursement adjustments not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment	Right
19	163	173	11	Total Unbooked Loan Detail The difference between the Net Unbooked Disbursement Actuals and the Net Unbooked Adjustments For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled	Right
20	174	184	11	Adjusted Ending Cash Balance The difference between the Ending Cash Balance and the Total Unbooked Loan Detail For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance	-9999999999 to 09999999999 If no activity, zero filled	Right
21	185	214	30	Filler	For ED use only	Left

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type "T")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
22	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001-999999	Right
		Total Bytes	220			

				Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")		
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Statement Record Type Code that identifies the type of records in the batch	Y = Year-To-Date Disbursement Summary M = Monthly Disbursement Summary	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03–04) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date processed at COD	Format is CCYYMMDD 19000101–20991231	Date

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
8	51	52	2	Disbursement Summary Type	YS = Year-To-Date Disbursement Total for Subsidized Loans YU = Year-To-Date Disbursement Total for Unsubsidized Loans YP = Year-To-Date Disbursement Total for PLUS Loans YT = Year-To-Date Disbursement Total for Subsidized/ Unsubsidized/PLUS Loans MS = Monthly Disbursement Total for Subsidized Loans MU = Monthly Disbursement Total for Unsubsidized Loans MP = Monthly Disbursement Total for PLUS Loans MT = Monthly Disbursement Total for Subsidized/ Unsubsidized/PLU S Loans	Left

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
9	53	63	11	Booked Gross For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
10	64	74	11	Booked Fee For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
11	75	85	11	Booked Interest Rebate For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP" and "MT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")					
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
12	86	96	11	Booked Net For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the net amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the net amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
13	97	107	11	Unbooked Gross For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total gross amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of current reporting period	-9999999999 to 09999999999 If no activity, zero filled	Right
14	108	118	11	Unbooked Fee For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total fee amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 09999999999 If no activity, zero filled	Right

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
15	119	129	11	Unbooked Interest Rebate For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total interest rebate amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 09999999999 If no activity, zero filled	Right
16	130	140	11	Unbooked Net For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total net amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 09999999999 If no activity, zero filled	Right
17	141	214	74	Filler	For ED use only	Left
18	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
		Total Bytes	**220**			

Section V (Fixed-Length)—Cash Detail (Record Type "C")						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Statement Record Type Code which identifies the type of records in the batch	C = Cash Detail	Left

		Section V (Fixed-Length)—Cash Detail (Record Type "C")				
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03–04) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	51	1	Transaction Type—Cash Type of Cash Transaction	R = Cash Receipts X = Returns of Excess Cash	Left

Section V (Fixed-Length)—Cash Detail (Record Type "C")						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
9	52	59	8	Transaction Date Date that Excess Cash is applied, or Date that Drawdown activity occurred	Format is CCYYMMDD 20020622-20050927	Date
10	60	71	12	Check Number (if available at COD) Check Number returned by the school on a check for return of excess cash	Numeric > = 0 Can be blank	Right
11	72	82	11	Transaction Amount COD amount of the cash receipt or return of excess cash transaction	-9999999999 to 09999999999 Cannot be blank; can be zero filled	Right
12	83	95	13	GAPS Control Number Code received from GAPS for cash receipts only	Numeric > 0 Can be blank	Right
13	96	214	119	Filler	For ED use only	Left
14	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
		Total Bytes	220			

Note: For Cash Receipts (drawdowns) and Excess Cash, the GAPS system is accepting pennies. However, these amounts are truncated on the SAS.

Section VI (Fixed-Length)—Loan Detail, Loan Level (Record Type "L")						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Statement Record Type Code which identifies the type of records in the batch	L = Loan Detail	Left

Section VI (Fixed-Length)—Loan Detail, Loan Level (Record Type "L")						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03–04) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101–20991231	Date

Section VI (Fixed-Length)—Loan Detail, Loan Level (Record Type "L")						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**

8	51	71	21	Loan Identifier
				
				Unique Identifier created at the time of origination
					Student's Social Security Number: 001010001–999999998
					
					Loan Type: S = Subsidized
					
					          U = Unsubsidized
					
					          P = PLUS
					
					Program Year: 04
					
					School Code: X00000– X99999 where X = G or E
					
					Loan Sequence Number: 001–999
						Left

9	72	79	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD 19000101–20991231	Date
10	80	87	8	Filler		Left
11	88	92	5	Actual Gross Amount— COD The sum of COD calculated actual gross amounts (in dollars) for the loan	Numeric > 0	Right
12	93	97	5	Actual Loan Fee Amount— COD The sum of COD calculated actual loan fee amounts (in dollars) for the loan	Numeric > 0	Right
13	98	102	5	Actual Interest Rebate Amount—COD The sum of COD calculated actual interest rebate amounts (in dollars) for the loan	Numeric > 0	Right

	Section VI (Fixed-Length)—Loan Detail, Loan Level (Record Type "L")					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
14	103	107	5	Actual Net Amount— COD The sum of COD calculated actual net amount (in dollars) for the loan	Numeric > 0	Right
15	108	119	12	Borrower's First Name The borrower's first name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) (Dash) Left justified with an A-Z in the first position	Left
16	120	135	16	Borrower's Last Name The borrower's last name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash)	Left
17	136	136	1	Borrower's Middle Initial The borrower's middle initial	Uppercase A-Z Can be blank	Left
18	137	148	12	Students' First Name The student's first name (PLUS Only)	0–9 Uppercase A–Z . (Period) ' (Apostrophe) (Dash) Left justified with an A-Z in the first position Can be blank	Left

Section VI (Fixed-Length)—Loan Detail, Loan Level (Record Type "L")
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
19	149	164	16	Student's Last Name The student's last name (PLUS Only)	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Can be blank	Left
20	165	165	1	Student's Middle Initial The student's middle initial	Uppercase A-Z Can be blank	Left
21	166	214	49	Filler	ED use only	
16	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
		Total Bytes	220			

Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type "D")
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Statement Record Type Code which identifies the type of records in the batch	D = Disbursement Activity Detail	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03–04) School Code = X00000– X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left

Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type "D")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101–20991231	Date

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
8	51	71	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001–999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 04 School Code: X00000–X99999 where X = G or E Loan Sequence Number: 001–999	Left
9	72	79	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD 19000101–20991231	Date
10	80	87	8	Disbursement Booked Date at COD Date the individual disbursement activity booked at COD	Format is CCYYMMDD 19000101–20991231	Date
11	88	92	5	Disbursement Actual Gross Amount—COD COD calculated actual gross amount (in dollars) of the disbursement	Numeric > 0	Right
12	93	97	5	Disbursement Actual Loan Fee Amount—COD COD calculated actual loan fee amount (in dollars)	Numeric > 0	Right

Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type "D")

Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type "D")						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
13	98	102	5	Disbursement Actual Interest Rebate Amount— COD COD calculated actual interest rebate amount (in dollars)	Numeric > 0	Right
14	103	107	5	Disbursement Actual Net Amount— COD COD calculated actual net amount (in dollars) of the disbursement	Numeric > 0	Right
15	108	113	6	Disbursement Actual Net Adjustment—COD COD calculated actual net adjustment amount (in dollars) of the disbursement	-99999 to 099999 Can be blank	Right
16	114	115	2	Disbursement Number The disbursement number for the current disbursement transaction	01–04 for PLUS 01–20 for Subsidized/Unsubsidized	Right
17	116	117	2	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed	01–99	Right
18	118	118	1	Transaction Type— Disbursement Disbursement Activity recorded at COD	A = Adjusted Disbursement Amount D = Disbursement Disbursement Activity = Q is not indicated on the SAS	Left
19	119	126	8	Transaction Date Date disbursement activity occurred at the school	Format is CCYYMMDD 20020622-20050927	Date

			Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type "D")			
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
20	127	131	5	Total Gross Amount—COD The sum of COD calculated actual gross amounts (in dollars) for the loan	Numeric > 0 Can be blank	Right
21	132	136	5	Total Loan Fee Amount—COD The sum of COD calculated actual loan fee amounts (in dollars) for the loan	Numeric > 0 Can be blank	Right
22	137	141	5	Total Interest Rebate Amount—COD The sum of COD calculated actual interest rebate amounts (in dollars) for the loan	Numeric > 0 Can be blank	Right
23	142	146	5	Total Net Amount— COD The sum of COD calculated actual net amount (in dollars) for the loan	Numeric > 0 Can be blank	Right
24	147	214	68	Filler	For ED use only	Left
25	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
		Total Bytes	220			

Pending Disbursement List Report

Schools can use the Pending Disbursement List report (formerly the Anticipated Disbursement Listing) to determine estimated disbursements and disbursement dates on file on the COD System. This report includes MPN linking information.

Note: Disbursements on this report have Disbursement Release Indicators = "false."

Business Rules:

26) The Pending Disbursement List Report is provided in the following file formats:

   a) Comma Delimited (message class DALC04OP)

   b) Preformatted Text file (message class DIAA04OP)

   c) PDF (COD Website)

Note: PDF formatted reports are available only on the COD Website. These files are downloadable into Adobe.

Funded Disbursement List Report

The Funded Disbursement List report (formerly the Actual Disbursement Roster) displays all disbursements that have been funded.

Business Rules:

27) 1) The Funded Disbursement List Report is available in the following formats:

    28) a) Comma Delimited (message class DARC04OP)

    29) b) Preformatted Text file (message class DIAC04OP)

    30) c) PDF (COD Website)

Note: PDF formatted reports are available only on the COD Website. These files are downloadable into Adobe.

30 Day Warning Report

The 30-Day Warning Report lists unbooked loans for which the COD System has not received the required elements for "booking" a loan within 30 calendar days of the disbursement date.

Business Rules:

31) The 30-day Warning report displays the missing components that are necessary for the loan to book. The necessary items for a loan to be booked are:

    a) Accepted award/origination record

    b) Accepted MPN

    c) Accepted first disbursement record

    d) Accepted credit decision (for PLUS only)

32) The 30 Day Warning Report is available in the following formats:

    a) Comma Delimited (message class DIWC04OP)

    b) Preformatted Text file (message class DIWR04OP)

    c) PDF (COD Website)

33) Loans with Award Amounts = $0 do not display on this report.

34) Loans that display on this report for a 90-day period without a promissory note accepted and a disbursement funded are removed.

35) For 2003-2004, the Batch ID under the section entitled "Pnotes Without Origination Records" is removed from the preformatted 30-Day Warning Report (DIWR04OP).

36) For 2003-2004, the Batch ID is replaced with filler in the delimited versions of the 30-day Warning Report (DIWC04OP).

37) For 2003-2004 and forward, the Loan ID header is replaced with the MPN ID.

Inactive Loans Report

The Inactive Loan Report lists all Direct Loan Awards that have been inactivated (adjusted to $0) by the school for the reporting period.

Business Rules:

38) The Inactive Loans Report is provided in the following file formats:

   a) Comma Delimited (message class INACCDOP)

   b) Preformatted Text file (message class INACPFOP)

   c) PDF (COD Website)

Note: PDF formatted reports are available only on the COD Website. These files are downloadable into Adobe.

Duplicate Student Borrower Report

The Duplicate Student Borrower Report lists the student borrowers for which the COD System has accepted multiple Direct Subsidized and/or Unsubsidized Award records with the same or overlapping academic years.

Business Rules:

39) The Duplicate Student Borrower Report is provided in the following file formats:

    a) Comma Delimited (message class DUPLCDOP)

    b) Preformatted Text file (message class DUPLPFOP)

    c) PDF (COD Website)

Note: PDF formatted reports are available only on the COD Website. These files are downloadable into Adobe.

SSN/Name/Date of Birth Change Report

The SSN/Name/Date of Birth Change Report shows SSN, Name and Date of Birth changes that are initiated by any school and SSN changes that are initiated by Direct Loan Servicing.

Business Rules:

40)   The SSN/Name/Date of Birth Change Report is provided in the following file formats:

    a) Comma Delimited (message class SNDCCDOP)

    b) Preformatted Text file (message class SNDCPFOP)

    c) PDF (COD Website)

Note: PDF formatted reports are available only on the COD Website.   These files are downloadable into Adobe.

Direct Loan Rebuild Process

A Rebuild File can be requested to rebuild a school's lost or corrupted Direct Loan Database or to recreate specific student records.

Business Rules:

41) The Direct Loan Rebuild File is provided in a fixed length file format (message class CODRBFOP)

42) The Rebuild File for award years 2002-2003 and forward can be requested via the COD Website or by calling the COD School Relations Center.

43) A Rebuild File can be requested by a school for a specific:

   a) Award Year (e.g. 2003-2004)

   b) Award Year range (e.g. 2002 – 2004)

   c) Student by providing Social Security Number and Date of Birth

   d) Award ID (Loan ID)

   e) Date Range of award acceptance dates

   Note: The date range option selects accepted loan awards within the date range and provides all disbursement transactions related to these loans.

				Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System		
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	1	1	Record Type The type of record included in the file	O = Rebuild Origination Detail Record	Left

2	2	22	21	Loan Identifier
				
				Unique Identifier created at the time of origination
					Student's Social Security Number: 001010001–999999998
					
					Loan Type: S = Subsidized
					     U = Unsubsidized
					     P = PLUS
					
					Program Year: 04 (for 03-04)
					     03 (for 02–03)
					     02 (for 01–02)
					     01 (for 00–01)
					
					School Code: X00000–X99999
					
					where X = G or E
					
					Loan Sequence Number: 001–999
						Left

3	23	31	9	Borrower's Social Security Number The borrower's current Social Security Number	001010001–999999998	Right
4	32	43	12	Borrower's First Name The borrower's first name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) (Dash) Left justified with an A-Z in the first position	Left

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
5	44	59	16	Borrower's Last Name The borrower's last name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash)	Left
6	60	60	1	Borrower's Middle Initial	Uppercase A-Z Can be blank	Left
7	61	95	35	Borrower's Permanent Address The first line of the borrower's permanent address	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s)	Left
8	96	111	16	Borrower's Permanent Address City The city where the borrower permanently resides	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s)	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
9	112	113	2	Borrower's Permanent Address State The state where the borrower permanently resides	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
10	114	122	9	Borrower's Permanent Zip Code The borrower's address Zip Code	0–9 Space(s) Last 4 digits can be blank	Left
11	123	132	10	Borrower's Telephone Number The borrower's home telephone number	0–9 Can be blank	Right
12	133	152	20	Borrower's Driver's License Number The borrower's driver's license number	0–9 Uppercase A–Z Space(s) - (Dash) * (Asterisk) Can be blank	Left
13	153	154	2	Borrower's Driver's License State The borrower's driver's license state	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
14	155	162	8	Borrower's Date of Birth The borrower's date of birth	Format is CCYYMMDD	Date

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
15	163	163	1	Borrower's Citizenship The borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Non-Citizen 3 = Ineligible Non-Citizen (Valid only on Subsidized/Unsubsidized Full Loan Origination or Loan Origination Change Records) Can be blank for Subsidized/Unsubsidized	Right
16	164	172	9	Borrower's Alien Registration Number The borrower's alien registration number, if eligible non-citizen	0-9 Can be blank	Right
17	173	173	1	Borrower's Loan Default/Grant Overpayment The borrower is in default on a Title IV loan or owes a refund on a Title IV grant	N = No Z = Overridden by School	Left

				Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System		
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
18	174	175	2	Student's College Grade Level Indicates the student's current college grade level in the program or college	Values for Program Year = 01 01 = 1st year undergraduate, never attended college 02 = 1st year undergraduate, attended college before 03 = 2nd year undergraduate/sophomore 04 = 3rd year undergraduate/junior 05 = 4th year undergraduate/senior 06 = 5th year/other undergraduate 07 = Continuing graduate/professional or beyond Values for Program Year = 02, 03, and 04 00 = 1st year undergraduate, never attended college 01 = 1st year undergraduate, attended college before 02 = 2nd year undergraduate/sophomore 03 = 3rd year undergraduate/junior 04 = 4th year undergraduate/senior 05 = 5th year/other undergraduate 06 = 1st year graduate/professional 07 = Continuing graduate/professional or beyond	Right

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
19	176	180	5	Loan Amount Approved The total maximum amount for which the borrower is eligible	Numeric > = 0	Right
20	181	188	8	Loan Period Start Date The date when classes begin for the specific period covered by the loan	Format is CCYYMMDD	Date
21	189	196	8	Loan Period End Date The date when classes end for the specific period covered by the loan	Format is CCYYMMDD	Date
22	197	204	8	1st Disbursement Anticipated Date The anticipated disbursement date for the 1st disbursement	Format is CCYYMMDD	Date
23	205	209	5	1st Disbursement Anticipated Gross Amount The anticipated gross amount for the 1st disbursement	Numeric > = 0	Right
24	210	214	5	1st Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 1st disbursement	Numeric > = 0	Right

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
25	215	219	5	1st Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 1st disbursement	Numeric > = 0 Will be blank for 2000-2001	Right
26	220	224	5	1st Disbursement Anticipated Net Amount The anticipated net amount for the 1st disbursement	Numeric > = 0	Right
27	225	232	8	2nd Disbursement Anticipated Date The anticipated disbursement date for the 2nd disbursement	Format is CCYYMMDD Can be blank	Date
28	233	237	5	2nd Disbursement Anticipated Gross Amount The anticipated gross amount for the 2nd disbursement	Numeric > = 0 Can be blank	Right
29	238	242	5	2nd Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 2nd disbursement	Numeric > = 0 Can be blank	Right
30	243	247	5	2nd Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 2nd disbursement	Numeric > = 0 Will be blank for 2000-2001	Right

	Start	**End**	**Field**	**Field Name and**		
Field #	**Position**	**Position**	**Length**	**Description**	**Valid Field Content**	**Justify**
31	248	252	5	2nd Disbursement Anticipated Net Amount The anticipated net amount for the 2nd disbursement	Numeric > = 0 Can be blank	Right
32	253	260	8	3rd Disbursement Anticipated Date The anticipated disbursement date for the 3rd disbursement	Format is CCYYMMDD Can be blank	Date
33	261	265	5	3rd Disbursement Anticipated Gross Amount The anticipated gross amount for the 3rd disbursement	Numeric > = 0 Can be blank	Right
34	266	270	5	3rd Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 3rd disbursement	Numeric > = 0 Can be blank	Right
35	271	275	5	3rd Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 3rd disbursement	Numeric > = 0 Will be blank for 2000-2001	Right
36	276	280	5	3rd Disbursement Anticipated Net Amount The anticipated net amount for the 3rd disbursement	Numeric > = 0 Can be blank	Right

Table title: **Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System**

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
37	281	288	8	4th Disbursement Anticipated Date The anticipated disbursement date for the 4th disbursement	Format is CCYYMMDD Can be blank	Date
38	289	293	5	4th Disbursement Anticipated Gross Amount The anticipated gross amount for the 4th disbursement	Numeric > = 0 Can be blank	Right
39	294	298	5	4th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 4th disbursement	Numeric > = 0 Can be blank	Right
40	299	303	5	4th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 4th disbursement	Numeric > = 0 Will be blank for 2000-2001	Right
41	304	308	5	4th Disbursement Anticipated Net Amount The anticipated net amount for the 4th disbursement	Numeric > = 0 Can be blank	Right
42	309	316	8	5th Disbursement Anticipated Date The anticipated disbursement date for the 5th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
43	317	321	5	5th Disbursement Anticipated Gross Amount The anticipated gross amount for the 5th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
44	322	326	5	5th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 5th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
45	327	331	5	5th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 5th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
46	332	336	5	5th Disbursement Anticipated Net Amount The anticipated net amount for the 5th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
47	337	344	8	6th Disbursement Anticipated Date The anticipated disbursement date for the 6th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
48	345	349	5	6th Disbursement Anticipated Gross Amount The anticipated gross amount for the 6th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
49	350	354	5	6th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 6th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
50	355	359	5	6th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 6th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
51	360	364	5	6th Disbursement Anticipated Net Amount The anticipated net amount for the 6th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
52	365	372	8	7th Disbursement Anticipated Date The anticipated disbursement date for the 7th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
53	373	377	5	7th Disbursement Anticipated Gross Amount The anticipated gross amount for the 7th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
54	378	382	5	7th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 7th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

				Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System		
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
55	383	387	5	7th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 7th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
56	388	392	5	7th Disbursement Anticipated Net Amount The anticipated net amount for the 7th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
57	393	400	8	8th Disbursement Anticipated Date The anticipated disbursement date for the 8th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
58	401	405	5	8th Disbursement Anticipated Gross Amount The anticipated gross amount for the 8th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
59	406	410	5	8th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 8th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
60	411	415	5	8th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 8th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
61	416	420	5	8th Disbursement Anticipated Net Amount The anticipated net amount for the 8th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
62	421	428	8	9th Disbursement Anticipated Date The anticipated disbursement date for the 9th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
63	429	433	5	9th Disbursement Anticipated Gross Amount The anticipated gross amount for the 9th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
64	434	438	5	9th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 9th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
65	439	443	5	9th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 9th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
66	444	448	5	9th Disbursement Anticipated Net Amount The anticipated net amount for the 9th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
67	449	456	8	10th Disbursement Anticipated Date The anticipated disbursement date for the 10th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
68	457	461	5	10th Disbursement Anticipated Gross Amount The anticipated gross amount for the 10th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
69	462	466	5	10th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 10th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
70	467	471	5	10th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 10th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
71	472	476	5	10th Disbursement Anticipated Net Amount The anticipated net amount for the 10th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
72	477	484	8	11th Disbursement Anticipated Date The anticipated disbursement date for the 11th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
73	485	489	5	11th Disbursement Anticipated Gross Amount The anticipated gross amount for the 11th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
74	490	494	5	11th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 11th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
75	495	499	5	11th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 11th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
76	500	504	5	11th Disbursement Anticipated Net Amount The anticipated net amount for the 11th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
77	505	512	8	12th Disbursement Anticipated Date The anticipated disbursement date for the 12th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
78	513	517	5	12th Disbursement Anticipated Gross Amount The anticipated gross amount for the 12th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
79	518	522	5	12th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 12th disbursement	Numeric $>=0$ Can be blank Blank for PLUS	Right
80	523	527	5	12th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 12th disbursement	Numeric $>=0$ Will be blank for 2000-2001 Blank for PLUS	Right
81	528	532	5	12th Disbursement Anticipated Net Amount The anticipated net amount for the 12th disbursement	Numeric $>=0$ Can be blank Blank for PLUS	Right
82	533	540	8	13th Disbursement Anticipated Date The anticipated disbursement date for the 13th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
83	541	545	5	13th Disbursement Anticipated Gross Amount The anticipated gross amount for the 13th disbursement	Numeric $>=0$ Can be blank Blank for PLUS	Right

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
84	546	550	5	13th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 13th disbursement	Numeric >= 0 Can be blank Blank for PLUS	Right
85	551	555	5	13th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 13th disbursement	Numeric >= 0 Will be blank for 2000-2001 Blank for PLUS	Right
86	556	560	5	13th Disbursement Anticipated Net Amount The anticipated net amount for the 13th disbursement	Numeric >= 0 Can be blank Blank for PLUS	Right
87	561	568	8	14th Disbursement Anticipated Date The anticipated disbursement date for the 14th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
88	569	573	5	14th Disbursement Anticipated Gross Amount The anticipated gross amount for the 14th disbursement	Numeric >= 0 Can be blank Blank for PLUS	Right

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System

**Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System**
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
89	574	578	5	14th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 14th disbursement	Numeric >= 0 Can be blank Blank for PLUS	Right
90	579	583	5	14th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 14th disbursement	Numeric >= 0 Will be blank for 2000-2001 Blank for PLUS	Right
91	584	588	5	14th Disbursement Anticipated Net Amount The anticipated net amount for the 14th disbursement	Numeric >= 0 Can be blank Blank for PLUS	Right
92	589	596	8	15th Disbursement Anticipated Date The anticipated disbursement date for the 15th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
93	597	601	5	15th Disbursement Anticipated Gross Amount The anticipated gross amount for the 15th disbursement	Numeric >= 0 Can be blank Blank for PLUS	Right
94	602	606	5	15th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 15th disbursement	Numeric >= 0 Can be blank Blank for PLUS	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
95	607	611	5	15th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 15th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
96	612	616	5	15th Disbursement Anticipated Net Amount The anticipated net amount for the 15th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
97	617	624	8	16th Disbursement Anticipated Date The anticipated disbursement date for the 16th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
98	625	629	5	16th Disbursement Anticipated Gross Amount The anticipated gross amount for the 16th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
99	630	634	5	16th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 16th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
100	635	639	5	16th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 16th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
101	640	644	5	16th Disbursement Anticipated Net Amount The anticipated net amount for the 16th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
102	645	652	8	17th Disbursement Anticipated Date The anticipated disbursement date for the 17th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
103	653	657	5	17th Disbursement Anticipated Gross Amount The anticipated gross amount for the 17th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
104	658	662	5	17th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 17th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
105	663	667	5	17th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 17th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
106	668	672	5	17th Disbursement Anticipated Net Amount The anticipated net amount for the 17th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System		
107	673	680	8	18th Disbursement Anticipated Date The anticipated disbursement date for the 18th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
108	681	685	5	18th Disbursement Anticipated Gross Amount The anticipated gross amount for the 18th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
109	686	690	5	18th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 18th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
110	691	695	5	18th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 18th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
111	696	700	5	18th Disbursement Anticipated Net Amount The anticipated net amount for the 18th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
112	701	708	8	19th Disbursement Anticipated Date The anticipated disbursement date for the 19th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
113	709	713	5	19th Disbursement Anticipated Gross Amount The anticipated gross amount for the 19th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
114	714	718	5	19th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 19th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
115	719	723	5	19th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 19th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
116	724	728	5	19th Disbursement Anticipated Net Amount The anticipated net amount for the 19th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
117	729	736	8	20th Disbursement Anticipated Date The anticipated disbursement date for the 20th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
118	737	741	5	20th Disbursement Anticipated Gross Amount The anticipated gross amount for the 20th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
119	742	746	5	20th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 20th disbursement	Numeric >= 0 Can be blank Blank for PLUS	Right
120	747	751	5	20th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 20th disbursement	Numeric >= 0 Will be blank for 2000-2001 Blank for PLUS	Right
121	752	756	5	20th Disbursement Anticipated Net Amount The anticipated net amount for the 20th disbursement	Numeric >= 0 Can be blank Blank for PLUS	Right
122	757	779	23	Loan Origination Batch Identifier The batch number generated by COD This matches the batch ID in the Header Record	Batch Type = RB Cycle Indicator = 4 (for 03-04) = 3 (for 02–03) = 2 (for 01–02) = 1 (for 00–01) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
123	780	780	1	Promissory Note Print Indicator The Promissory Note print option used for this loan	S = COD Prints (Send to Borrower) R = COD Prints (Return to School) O = On-site (EDExpress) F = On-site (Custom System) Z = COD Reprint	Left
124	781	781	1	Additional Unsubsidized Eligibility for Dependent Student This dependent student is eligible for an additional unsubsidized loan amount	Y = Yes Can be blank Applicable to Unsubsidized loans only	Left
125	782	786	5	Origination Fee Percentage The origination fee percentage used for this loan	Numeric > 0 03000 for 3 percent 04000 for 4 percent There is an implied decimal between the 2nd and 3rd positions from the left	Left
126	787	795	9	Student's Social Security Number (PLUS) Social Security Number of the student	001010001–999999998 Blank for Subsidized/Unsubsidized	Right

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
127	796	807	12	Student's First Name (PLUS) The student's first name	0-9 Uppercase A-Z ' (Apostrophe) - (Dash) Left justified with alpha character in the first position Blank for Subsidized/Unsubsidized	Left
128	808	823	16	Student's Last Name (PLUS) The student's last name	0-9 Uppercase A-Z ' (Apostrophe) - (Dash) Left justified with alpha character in the first position Blank for Subsidized/Unsubsidized	Left
129	824	824	1	Student's Middle Initial (PLUS) The student's middle initial	Uppercase A-Z Blank for Subsidized/Unsubsidized	Left
130	825	825	1	Student's Citizenship (PLUS) The student's citizenship status	1 = U.S. Citizen 2 = Eligible Non-Citizen 3 = Ineligible Non-Citizen (Valid only on Subsidized/Unsubsidized Loan Origination Records or Subsidized/Unsubsidized change records) Blank for Subsidized/Unsubsidized	Left

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
131	826	834	9	Student's Alien Registration Number (PLUS) The student's alien registration number, if eligible non-citizen	000000001-999999999 Blank for Subsidized/Unsubsidized	Right
132	835	842	8	Student's Date of Birth (PLUS) The student's date of birth	Format is CCYYMMDD Blank for Subsidized/Unsubsidized	Date
133	843	843	1	Student's Loan Default/Grant Overpayment (PLUS) The student is in default on a Title IV loan or owes a refund on a Title IV grant	N = No Z = Overridden by School Blank for Subsidized/Unsubsidized	Left
134	844	849	6	School Code Direct Loan School Code	X00000–X99999 where X = G or E	Left
135	850	854	5	Loan Amount Requested (PLUS) The total amount requested for the loan Endorser Amount (PLUS) for PLUS program year 04 and forward	Numeric > = 0 for PLUS loans for program years 03 and prior Blank for PLUS loans processed program year 04 and forward. Numeric >= 0, can be blank; Blank for sub/unsub.	Right

				Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System			
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
136	855	889	35	Student's Local Address The first line of the student's local address Student's local address is not required	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Left
137	890	905	16	Student's Local Address City The student's local address city Student's local address is not required	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Left
138	906	907	2	Student's Local Address State The student's local address state	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in this section Can be Blank	Left

	Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
139	908	916	9	Student's Local Zip Code The student's local address Zip Code	0-9 Space(s) Last 4 digits can be blank Can be blank	Left
140	917	917	1	Dependency Status The dependency status of the student	I = Independent D = Dependent	Left
141	918	918	1	Master Promissory Note Type Indicates whether the MPN is electronic or paper	E = Electronic MPN Blank = Paper MPN Can be blank Blank for PLUS loans Program Year 03 and prior.	Left
142	919	958	40	Filler	For ED Use Only	Left
143	959	966	8	Loan Origination Date The date the loan record was originated by the school	Format is CCYYMMDD	Date
144	967	974	8	Academic Year Start Date The date the student's academic year starts at the school	Format is CCYYMMDD	Date
145	975	982	8	Academic Year End Date The date the student's academic year ends at the school	Format is CCYYMMDD	Date
146	983	983	1	Additional Unsubsidized Eligibility up to Health Profession Programs Amount This was formerly a HEAL loan	Y = Yes Can be blank Unsubsidized only	Left

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
147	984	984	1	Disclosure Statement Print Indicator Indicates whether the school or COD will print the Disclosure Statement The party (school or COD) who is responsible for mailing the Disclosure Statement is also responsible for printing and mailing the Plain Language Disclosure	Y = COD prints Blank = School prints Blank for PLUS loans Program Year 03 and prior	Left
148	985	1034	50	Student's E-mail Address The student's e-mail address	Alphanumeric Upper and Lower Cases ' (Apostrophe) - (Dash) _ (Underscore) # (Number) @ (At) % (Percent or in care of) & (Ampersand) / (Slash) , (Comma) Space(s) Can be blank	Left
149	1035	1035	1	Credit Decision Indicator (PLUS) The credit decision at COD for this loan	A = Accepted D = Denied P = Pending Blank for Subsidized/Unsubsidized	Left

				Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System		
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
150	1036	1036	1	Promissory Note Status (PLUS) The status of the PLUS Promissory Note at COD	A = Accepted R = Rejected X = Pending Blank for Subsidized/Unsubsidized Blank for PLUS loans Program Year 04 and forward.	Left
151	1037	1037	1	Master Promissory Note Status The current status of the Master Promissory Note on file at COD. This status may not be the status at the time the loan was linked by COD.	A = Accepted Master Promissory Note at COD P = Master Promissory Note NOT on file at COD I = Inactive C = Closed Q = Rejected X = Pending Master Promissory Note at COD For Sub/Unsub loans For PLUS Loans Program Year 04 and forward.	Left
152	1038	1038	1	Master Promissory Note Indicator The Master Promissory Note indicator is used to indicate whether or not the LOR has been linked to an MPN at COD	Y = LOR has been linked to an MPN at COD N = LOR is not linked to an MPN on file at COD For Sub/Unsub loans For PLUS loans Program Year 04 and forward	Left

				Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System		
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
153	1039	1059	21	Master Promissory Note Identification The Master Promissory Note (MPN) Identifier printed on the Master Promissory Note. This MPN ID is used by COD to link Subsidized/ Unsubsidized and PLUS loans to this Master Promissory Note.	Student's Social Security Number: 001010001–999999998 MPN Indicator: M, S, U or N(PLUS) Program Year: 00–04 School Code: X00000–X99999 where X = G or E Loan Sequence Number: 001– 999 Can be blank	
		Total Bytes	1059			

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System						
1	1	1	1	Record Type The type of record included in the file	D = Rebuild Disbursement Detail Record	Left

2	2	22	21	Loan Identifier
				
				Unique Identifier created at the time of origination
					Student's Social Security Number: 001010001– 999999998
					
					Loan Type: S = Subsidized
					            U = Unsubsidized
					            P = PLUS
					
					Program Year: 04 (for 03-04)
					            03 (for 02–03)
					            02 (for 01–02)
					            01 (for 00–01)
					
					School Code: X00000– X99999 where X = G or E
					
					Loan Sequence Number: 001– 999
						Left

3	23	24	2	Disbursement Number The disbursement number for the current disbursement transaction	01–04 for PLUS 01–20 for Subsidized/Unsubsidized	Right
4	25	25	1	Disbursement Activity Type of disbursement activity transaction	D = Actual Disbursement A = Adjusted Disbursement Amount Q = Adjusted Disbursement Date	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
5	26	33	8	Transaction Date

Date disbursement activity occurred at the school

For a "Q" activity this is the new date | Format is CCYYMMDD | Date |
| 6 | 34 | 35 | 2 | Disbursement Sequence Number

The sequence number that determines the order in which this disbursement activity transaction is processed for a specific disbursement | 01–99

Disbursement sequence numbers are sequential and follow in order | Right |
| 7 | 36 | 40 | 5 | Disbursement Actual Gross Amount

The actual gross amount (in dollars) of the disbursement | Numeric > 0 or = 0

Disbursement Activity Q = Blank or all zeros | Right |
| 8 | 41 | 45 | 5 | Disbursement Actual Loan Fee Amount

The actual loan fee (in dollars) associated with the disbursement | Numeric > 0 or = 0

Disbursement Activity Q = Blank or all zeros | Right |
| 9 | 46 | 50 | 5 | Disbursement Actual Interest Rebate Amount

The actual interest rebate amount for the disbursement | Numeric > 0 or = 0

Disbursement Activity Q = Blank or all zeros

Can be blank | Right |
| 10 | 51 | 55 | 5 | Disbursement Actual Net Amount

The actual net amount (in dollars) of the disbursement | Numeric > 0 or = 0

Disbursement Activity Q = Blank or all zeros | Right |

Table title: **Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System**

	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System						
11	56	61	6	Disbursement Actual Net Adjustment Amount The actual net adjustment amount for the disbursement	-99999 to 099999 Disbursement Activity Q = Blank	Right
12	62	84	23	Disbursement Batch Number The Batch Number of the Disbursement Batch	Batch Type = RB Cycle Indicator = 4 (for 03-04) = 3 (for 02–03) = 2 (for 01–02) = 1 (for 00–01) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
13	85	90	6	School Code Direct Loan School Code Also identifies school originating loan record	X00000–X99999 where X = G or E	Left
14	91	91	1	First Disbursement Flag This flag identifies which disbursement (01–20) for Sub/Unsub and (01–04) for PLUS has the earliest transaction date at COD	F = First Disbursement Disbursement Activity A and Q = Blank Can be blank Populated only for Program Year = 02 and forward loans	Left

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
15	92	96	5	COD's Total Net Booked Loan Amount for the First Disbursement Total net disbursement amount of the first disbursement accepted and booked by COD for this loan	Numeric > = 0 Disbursement Activity Q = Blank Unbooked Loans = All zeros	Right
16	97	104	8	COD's Booked Date This is the date the individual disbursement activity booked at COD	Format is CCYYMMDD Disbursement Activity Q = Blank Can be blank. Unbooked loans = Blank.	Date
17	105	112	8	The original disbursement date of an Adjusted Disbursement Date (Q) Activity	Format is CCYYMMDD Disbursement Activity D and A = Blank	Date
18	113	1059	947	Filler	For ED use only	Left
		Total Bytes	1059			

Entrance Counseling File/Report

2003-2004 Modification: Schools may request an Entrance Counseling File or Report to identify students who have completed entrance counseling. Starting in 2003-2004, this request is made on the Direct Loan Servicing Web site.

Business Rules:

1) Borrower's Entrance Counseling results from the Direct Loan Servicing Web site are available in an electronic file format.

2) Schools can choose to receive this optional report daily, weekly, or monthly. The default frequency option is monthly.

3) Schools can choose from the following file formats:

   f) Comma delimited (message class DECC04OP)

   b) Fixed length with Header and Trailer (message class DECF04OP)

   c) Pre-formatted report (message class DECP04OP)

4) The default file format is fixed length file.

Record Layout:

FIELD #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
Entrance Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
1	1	9	9	Borrower's Social Security Number The borrower's current Social Security Number	001010001–999999998	Right
2	10	17	8	Borrower's Date of Birth The borrower's date of birth	Format is CCYYMMDD	Date

Entrance Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
FIELD #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
3	18	33	16	Borrower's Last Name The borrower's last name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A–Z in the first position	Left
4	34	45	12	Borrower's First Name The borrower's first name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left
5	46	46	1	Borrower's Middle Initial	Uppercase A–Z Can be blank	Left
6	47	54	8	Completion Date Date that Entrance Counseling was completed.	Format is CCYYMMDD	Date
7	55	60	6	Completion Time Time that Entrance Counseling was completed.	000000–235959 Format is HHMMSS HH = 00–23 MM = 00–59 SS = 00–59	Right
8	61	61	1	Rights and Responsibilities Acknowledgement Indicator for whether rights and responsibilities have been acknowledged by the borrower.	Y = Yes N = No	Left
9	62	80	19	Filler	For ED Use Only	Left
		Total Bytes	80			

Exit Counseling File/Report

Schools may request an Exit Counseling File or Report to identify students who have completed exit counseling on the Direct Loan Servicing Web site.

Business Rules:

1) Borrower's Exit Counseling results from the Direct Loan Servicing Website are available in an electronic file or downloadable format.

2) Schools can choose to receive this optional report daily, weekly, or monthly. The default frequency option is monthly.

3) Schools can choose from the following file formats:

   a) ASCII-delimited (message class DLCM04OP)

   g) Fixed length with Header and Trailer (message class DLFF04OP)

   h) Pre-formatted report (message class DLFM04OP)

Record Layout:

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
1	1	9	9	Borrower's Social Security Number The borrower's current Social Security Number	001010001–999999998	Right
2	10	17	8	Borrower's Date of Birth The borrower's date of birth	Format is CCYYMMDD	Date

				Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center		
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
3	18	33	16	Borrower's Last Name The borrower's last name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A–Z in the first position	Left
4	34	45	12	Borrower's First Name The borrower's first name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left
5	46	46	1	Borrower's Middle Initial	Uppercase A–Z Can be blank	Left
6	47	54	8	Exit Counseling Completion Date	Format is CCYYMMDD	Date
7	55	62	8	Exit Counseling Completion Time	Format is HHMMSSNN HH = 00–23 MM = 00–59 SS = 00–59 NN = 00–99	Time
8	63	65	3	Borrower's Acknowledgement of Rights and Responsibilities Indicator for whether rights and responsibilities have been acknowledged by the borrower.	Yes or No	Left

				Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center		
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
9	66	90	25	Borrower's Current Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
10	91	115	25	Borrower's Current Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
11	116	131	16	Borrower's Current Address City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
12	132	133	2	Borrower's Current Address State Code	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
13	134	142	9	Borrower's Current Address Zip Code	0-9 Spaces Last 4 digits may be blank	Left
14	143	152	10	Borrower's Current Home Telephone Number	0-9 May be blank	Left

				Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center		
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
15	153	154	2	Borrower's Driver License State Code	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 May also be blank	Left
16	155	174	20	Borrower's Driver's License Number	0-9 Uppercase A-Z -(Dash) *(Asterisk) May be blank	Left
17	175	199	25	Employer's Name	0-9 Uppercase A-Z .(Period) -(Dash) *(Asterisk) May be blank	Left
18	200	224	25	Employer's Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) #(Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
19	225	249	25	Employer's Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
20	250	265	16	Employer's City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
21	266	267	2	Employer's State Code	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
22	268	276	9	Employer's Zip Code	0-9 Spaces Last 4 digits may be blank	Left
23	277	286	10	Employer's Telephone Number	0-9 May be blank	Left
24	287	311	25	Reference Name-1	Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left
25	312	336	25	Reference 1 - Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left

	Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center					
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
26	337	361	25	Reference 1- Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
27	362	377	16	Reference 1- City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
28	378	379	2	Reference 1-State Code	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
29	380	388	9	Reference 1- Zip Code	0-9 Spaces Last 4 digits may be blank	Left
30	389	398	10	Reference 1- Telephone Number	0-9 May be blank	Left
31	399	423	25	Reference Name-2	Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
32	424	448	25	Reference 2- Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
33	449	473	25	Reference 2- Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
34	474	489	16	Reference 2- City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
35	490	491	2	Reference 2-State Code	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
36	492	500	9	Reference 2- Zip Code	0-9 Spaces Last 4 digits may be blank	Left
37	501	510	10	Reference 2- Telephone Number	0-9 May be blank	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	**Start Position**	**End Position**	**Field Length**	**Field Name and Description**	**Valid Field Content**	**Justify**
38	511	535	25	Next of Kin- Name	Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left
39	536	560	25	Next Of Kin- Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
40	561	585	25	Next Of Kin- Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
41	586	601	16	Next of Kin- City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
42	602	603	2	Next of Kin- State Code	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
43	604	612	9	Next of Kin- Zip Code	0-9 Spaces Last 4 digits may be blank	Left
44	613	622	10	Next of Kin- Telephone Number	0-9 May be blank	Left
45	623	647	25	Borrower's Permanent Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
46	648	672	25	Borrower's Permanent Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
47	673	688	16	Borrower's Permanent Address City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
48	689	690	2	Borrower's Permanent Address State Code	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
49	691	699	9	Borrower's Permanent Zip Code	0-9 Spaces Last 4 digits may be blank	Left
50	700	709	10	Borrower's Permanent Telephone Number	0-9 May be blank	Left
51	710	710	1	Borrower's Rights and Responsibilities Media Type	P Paper E Electronic	Left
	Total Bytes	710				